

991



National
Endowment
for the
Humanities

Division of
Fellowships and
Seminars

Guidelines and
Application Forms
for DIRECTORS

Application
Deadline:
March 1, 1990

1991 SUMMER SEMINARS FOR COLLEGE TEACHERS

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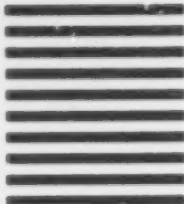
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Division of Fellowships and Seminars
National Endowment for the Humanities
Room 316
Washington, D.C. 20506



Please check the appropriate box:

- ☐ I expect to submit a proposal for a Summer Seminar for College Teachers in 1991. My tentative subject is _____
- ☐ I do not expect to submit a proposal for 1991 but might be interested in offering a seminar in _____.

The 1991 proposal deadline is March 1, 1990.

Please print:

Name _____

Department _____

University _____

City, State, Zip _____

Please complete, detach, and return the above postcard immediately.

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THE NATIONAL ENDOWMENT FOR THE HUMANITIES

The National Endowment for the Humanities is an independent grant-making agency established by Congress in 1965 to support research, education, and public projects in the humanities.

The Endowment supports work in the humanities through programs administered by five divisions—Education Programs, Fellowships and Seminars, General Programs, Research Programs, and State Programs—and by two offices, the Office of Challenge Grants and the Office of Preservation.

THE HUMANITIES

In the act that established the National Endowment for the Humanities, the term *humanities* includes, but is not limited to, the study of the following disciplines: history; philosophy; languages; linguistics; literature; archaeology; jurisprudence; the history, theory, and criticism of the arts; ethics; comparative religion; and those aspects of the social sciences that employ historical or philosophical approaches.

Work in the creative or performing arts—such as writing of fiction or poetry, painting, sculpting, composing or performing music, acting, directing, and dance—is not eligible for support by the National Endowment for the Humanities. Persons interested in support in these areas should call or write the National Endowment for the Arts. Critical, historical, and theoretical studies of the arts, however, are eligible for support from the National Endowment for the Humanities.

Applicants undertaking studies in the social and natural sciences that are historical or philosophical in approach, or that attempt to cast light on questions of interpretation or criticism traditionally in the humanities, are eligible.

SUMMER SEMINARS FOR COLLEGE TEACHERS

Description of the Program

Summer Seminars for College Teachers are offered for college teachers and independent scholars who want to revitalize their understanding of significant ideas and texts in the humanities. The seminars

provide teachers and scholars with opportunities to enrich their knowledge of the subjects they teach and study by working with distinguished scholars, by studying with other teachers and scholars, and by undertaking individual projects (for example, intensive reading, scholarly research, or writing) of their own choosing. Seminars offered in the program are held at institutions, such as universities, colleges, museums, or libraries, with resources suitable for advanced work. The seminars deal with significant works and subject matter of central concern to the humanities.

The Endowment will offer seminars in many of the disciplines of the humanities during the summer of 1991, the nineteenth year of the summer seminar program. Over the years the program has offered seminars on a wide variety of topics, although in any given year the excellence of the proposed seminars rather than topic distribution is the primary consideration in selection. Seminars are characterized by the scholarly and teaching quality of their directors, the breadth and appeal of the seminar topics to teachers of undergraduate students and to interpreters of the humanities to the general public, the significance of the topics to the humanities, and the potential for engendering collegiality and promoting intellectual stimulation for participants. Study at special collections can be particularly fruitful for participants, and the Endowment encourages applications to hold seminars at appropriate museums and libraries as well as at colleges and universities.

Scholars may apply to the Endowment to direct eight-week, seven-week, or six-week seminars. Prospective directors should organize their reading lists and syllabi to reflect the appropriate time period, recognizing that participants will want to pursue their own scholarly research in addition to the common reading list.

Proposing a Seminar

The Endowment encourages proposals to direct Summer Seminars for College Teachers from professors who are not only recognized scholars in their fields but who are also well qualified by virtue of their interest and ability in undergraduate teaching or the pertinence of their work to the interests of teachers or scholars who present the humanities to undergraduates or the general public. Directors may conduct seminars at institutions other than those at which they are employed; applicants should note that the objectives of these seminars can be more readily

accomplished at institutions such as universities, libraries, or museums with collections or special resources suitable for advanced study and research and for the topic of the seminar.

Seminars may be designed according to the directors' own expertise and interests, and applicants have wide latitude in fashioning their seminar proposals. The seminars, however, should focus on substantive questions and should reinforce the participants' commitments to teaching and to scholarship. The topics should be broad enough to accommodate a wide range of interests and should be central to the major ideas, texts, and approaches of the humanities; they should address significant questions and pursue ideas beyond narrowly focused disciplinary concerns. Seminar discussion may also include considerations pertinent to teaching and presenting the ideas, texts, and approaches relevant to the topic. The Endowment especially encourages seminars that study foreign languages and cultures.

As the collegial atmosphere of NEH seminars is crucial to their purpose and success, seminars should be especially designed for experienced college teachers and professional scholars and should not duplicate courses normally given by graduate departments. Although it is important that the topics and readings of the seminars be clearly organized, the seminars should not be structured like lecture courses or graduate seminars. Rather, they should facilitate the development of a collegial atmosphere in which directors and participants discuss the issues and concepts relevant to the seminar topic. During the course of the seminar, participants are encouraged to engage in individual writing projects; however, seminar directors **should not require** a lengthy paper or a publishable article, although such an essay might be part of an individual project undertaken by a participant.

Because of the short duration and small size of the seminars, it is preferable for a seminar to have a single director. The close working association between the director and the participants is a vital feature of NEH seminars. In special cases where the topic is such that joint directors can provide greater opportunities for the seminar participants than can a single director, the Endowment may fund a jointly directed seminar. In such cases, both directors must be committed to participation throughout the entire seminar. Directors may invite a few guest speakers during the course of the seminar but should not share the work of the seminar with a large number of visitors or associates. Proposals for seminars requiring joint directors or several visiting speakers should

explain how such arrangements will benefit the participants while not impairing the collegial nature of the seminars. Please note that only very limited support is provided in the budget for visiting speakers.

The direction of a summer seminar requires full-time attention, and directors are expected neither to engage in any other major activity during the summer nor to be absent from the seminar location during the period of the seminar. Any other arrangement must be approved by the Endowment.

The Endowment does support a limited number of seminars abroad; these are especially encouraged for teachers of foreign languages and cultures. A prospective director considering an overseas seminar should consult with program staff before submitting a formal proposal.

Prospective directors in the Summer Seminars for College Teachers Program may not apply concurrently to the NEH Summer Seminars for School Teachers Program.

Although NEH staff advice is not a part of the formal review process, **prospective directors are strongly encouraged to discuss their proposed seminars with the program staff well before the application deadline** in order to obtain preliminary information about the special requirements of the program; the appropriateness of the proposed topic; and any issues related to the organization, requirements, and location of the seminar. The telephone number is 202/786-0463. The staff will be happy to advise applicants in planning their proposals and invites prospective directors to submit preliminary drafts before the application deadline for staff comments.

Selection Criteria

Applications to direct Summer Seminars for College Teachers will be evaluated according to the following criteria and guidelines:

1. the prospective director's quality as a scholar, teacher, and interpreter of the humanities;
2. the significance of the proposed topic to the humanities and to undergraduate teaching;
3. the conception, definition, and organization of the proposed seminar and its appropriateness to the purposes of this program; and

4. the suitability of the host institution for advanced study and research in the field of the seminar, including library collections and other research and scholarly resources, housing availability, and other institutional support important to a collegial setting.

Each year the Endowment funds both new seminars and a limited number of successful seminars that have been previously offered. Proposals to repeat seminars are evaluated in the same way as new proposals except that former directors' prior seminar records are made available to review panels. If other considerations are equal, preference is given to applicants new to the program.

Directors proposing to repeat a seminar should submit a full revised proposal taking into consideration the experience gained from directing the earlier seminar and including a current résumé and a full updated syllabus and bibliography. Former directors should especially take note of the reports provided by their participants; copies of these reports are available from NEH staff. Directors may apply to conduct seminars in consecutive summers, except that first-time directors may not conduct a seminar in the summer immediately following their initial offering. To ensure a variety in the slate of seminars, the Endowment will take into account the frequency with which a seminar has been offered.

Application Review Process

The Summer Seminars for College Teachers program has one review cycle a year. The process begins with the March 1 deadline and lasts six months.

The essential work of evaluating proposals to direct summer seminars is accomplished by peer review panels. The applications are grouped by discipline or clusters of related disciplines for panel review. Each panel usually has five members who are scholars and teachers in the discipline or disciplines of the applications assigned to the panel. Panels in this program include former seminar directors and participants. The recommendations of the disciplinary panels are reviewed in turn by the National Council on the Humanities. The National Council is composed of twenty-six members appointed by the President of the United States with the consent of the Senate to advise the Chairman of the Endowment on policy and program matters. The Chairman of the Endowment, after considering the recommendations made in the course of the review, makes the final decisions on the applications.

Reapplication is always possible, and failure to gain support in one year does not prejudice an applicant's chances for reconsideration in future competitions. By writing to the program officer, an unsuccessful applicant may obtain details of the panelists' evaluations of the proposal.

Grant Award

Funds will be officially awarded to the institution sponsoring the seminar (in most instances the institution with which the seminar director is affiliated). The grant will include stipends for the seminar participants, salary for the seminar director, administrative support, and direct and indirect costs to the host institution.

Preparation for the Seminar

Applicants selected to direct a summer seminar will be notified of the Endowment's decision by September 1, 1990. Later in the fall, the Endowment will conduct a one-day orientation meeting for directors in Washington, D.C. Each director will compose a "Dear Colleague" letter to be sent to prospective applicants to the seminars. This letter will describe the topic, organization, and requirements of the seminar, and the facilities available for participants at the seminar location.

During the application period preceding the seminars (December through March), directors should be readily available to prospective participants. Should a sustained absence from their home institution be anticipated, prospective directors must consult NEH staff before submitting a formal proposal.

Selection of Summer Seminar Participants

After the decisions have been made about the seminars to be offered in 1991, the complete list of seminars will be widely publicized by the Endowment. Persons wishing to participate in a seminar will apply directly to the seminar director. An individual may apply to no more than two seminars in any one year. Participation in each seminar is limited to twelve teachers and scholars, each of whom will receive a stipend of \$3,500 for an eight-week seminar, \$3,125 for a seven-week seminar, or \$2,750 for a six-week seminar. A committee made up of the seminar director and two other scholars of the director's choosing evaluates all applications to the seminar and

selects the participants. Endowment guidelines require that participants be selected on the basis of the applicants' quality and commitment as teachers, scholars, and interpreters of the humanities; their qualifications to do the work of the seminar and make a contribution to it; and the conception, definition, and organization of the applicants' proposed programs of personal study and the potential value of these programs to other members of the seminar.

The program serves those whose primary duties lie in undergraduate teaching, but other persons, such as independent scholars and scholars employed by museums, libraries, historical societies and like organizations, qualified to do the work of the seminar and make a contribution to it, are also eligible and encouraged to apply. Preference is given to those who have not recently had access to the resources of a major library or other research facility or who have not had significant released time for independent study and professional development. The Endowment particularly encourages humanities faculty at two-year colleges and at historically black colleges and universities to apply to the program. Participants who attended seminars in 1989 or 1990 are not eligible to attend seminars in 1991, but participants who attended seminars in 1988 or earlier are eligible for 1991 seminars.

Applicants must have completed their professional training by March 1, 1991. Although an applicant need not have an advanced degree in order to qualify, **neither candidates for degrees nor persons seeking support for work leading toward a degree are eligible.** Directors should *not* select applicants

- who are their former students,
- whose dissertations they advised,
- who are colleagues at the directors' institutions, or
- who participated in the directors' previous NEH Summer Seminars.

By accepting the stipends, participants in the seminars acknowledge their intent to participate fully in the seminar and to complete all seminar assignments. Beyond their work for the seminar, they also agree to devote full time to personal study during the seminar period. In the application to attend a seminar, applicants will be asked to indicate the nature of the work they intend to pursue independently. This component of the seminar may take the form of a research project or a program of intensive reading of special interest to the participant. The project may

grow directly out of the seminar topic, or it may merely fall within the broad purview of the seminar's subject area.

After the end of the seminar, seminar participants will be expected to submit directly to the National Endowment for the Humanities a report in which they assess the contributions of the seminar to their personal and professional enrichment. These reports will be made available to the seminar director.

APPLICATION AND AWARD SCHEDULE

Application Deadline	March 1, 1990 (postmark date)
Award Notification	September 1990
Seminar Dates	Eight-, seven-, or six-weeks between June 10 and August 16, 1991

OTHER PROGRAMS OF THE DIVISION OF FELLOWSHIPS AND SEMINARS

NEH fellowship programs provide opportunities for individuals to pursue independent study and research that will enhance their capacities as teachers, scholars, or interpreters of the humanities and that will enable them to make significant contributions to thought and knowledge in the humanities. Fellowships enable people to devote extended periods of uninterrupted time to investigation, reflection, and writing. The programs are intended for a range of people, from those who have made significant contributions to the humanities to those who stand at the beginning of their careers. Projects may address broad topics or consist of study and research in a single field. **Fellowships for University Teachers** are for faculty members of departments and programs in universities that grant the Ph.D. and faculty members of postgraduate professional schools. **Fellowships for College Teachers and Independent Scholars** are for faculty members of two-year, four-year, and five-year colleges, faculty members of departments and programs in universities that do not grant the Ph.D., individuals affiliated with institutions other than colleges and universities, and scholars and writers working independently. Most projects requiring collaboration should be submitted to the Division of Research Programs and most projects undertaken by an individual scholar should be

submitted to the Division of Fellowships and Seminars, but there are some exceptions. Potential applicants should obtain detailed information about the appropriate programs from the staff or application guidelines of the two divisions. The application deadline for 1991-92 fellowships is June 1, 1990.

Summer Stipends provide support for faculty members in universities and two-year and four-year colleges, and for other persons working in the humanities to enable them to devote two consecutive months of full-time study and research to their projects. An applicant's project may be one that can be completed during the stipend period, or it may be part of a long-range endeavor. The application deadline for 1991 awards is October 1, 1990; the deadline for 1992 awards is October 1, 1991.

Summer Seminars for School Teachers provide opportunities for teachers and other school personnel of grades kindergarten through twelve to work in their areas of interest with master teachers and active scholars, studying seminal works in the humanities systematically and thoroughly. The seminars last for four, five, or six weeks, depending on the individual seminar, and are held at institutions broadly distributed throughout the country. The application deadline for participants in 1990 seminars is March 1, 1990; the deadline for directors of 1991 seminars is April 1, 1990.

The Faculty Graduate Study Program for Historically Black Colleges and Universities is offered by the Endowment in response to the President's initiative (Executive Order 12677) regarding historically black colleges and universities. These fellowships are intended to strengthen the teaching of the humanities at these colleges and universities by providing one year of support for teachers to work toward the completion of a doctoral degree in one of the humanities disciplines. The application deadline for 1990-91 awards is March 15, 1990.

The Travel to Collections Program provides grants of \$750 to individual scholars so that they can use the research collections of libraries, archives, museums, or other repositories. Awards are made to help defray transportation costs, subsistence and lodging, reproduction and photoduplication costs, and associated research expenses. Semiannual application deadlines are July 15 for travel to begin after December 1, and January 15 for travel to begin after June 1.

The Younger Scholars Program provides support for secondary school and undergraduate students to carry out projects of research and writing

in the humanities during the summer. Recipients work under the close supervision of a humanities scholar. No academic credit may be taken for this work. The application deadline for 1991 awards is November 1, 1990; the deadline for 1992 awards is November 1, 1991.

Further information on these programs is available from:

Division of Fellowships and Seminars, Room 316
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Telephones: 202/786-0466 (Fellowships, HBCU Faculty Graduate Study, and Stipends); 202/786-0463 (Seminars, Travel to Collections, and Younger Scholars).

ENDOWMENT INITIATIVES

A special initiative is an undertaking by the Endowment to encourage proposals in all grant-making categories for projects relating to a specific subject or event. Proposals are currently solicited for the following initiatives:

The Foundations of American Society

Within its existing programs, the Endowment continues to encourage study, research, and discussion about the history, culture, and principles of the American founding, an emphasis that began with the NEH initiative on the bicentennial of the U.S. Constitution. Proposals may deal directly with the events and achievements of the founding, including the ratification of the new Constitution, the establishment of the federal government, and the works of philosophy, politics, literature, and art that were produced during this founding period. They may also treat later events, achievements, and works that have resulted or developed from the founding or that reflect or respond to its concerns and principles.

The Columbian Quincentenary

As part of the international observance of the 500th anniversary of Christopher Columbus's voyage of discovery to the New World, NEH invites proposals for original scholarship on related topics and for the dissemination of both new and existing scholarship. Topics may include the expansion of European civilization through the efforts of the Spanish and

Portuguese crowns and the establishment of new societies and new forms of cultural expression through encounters among native American, European, and African peoples. Proposals may also explore the ideas—political, religious, philosophical, scientific, technological, and aesthetic—that shaped the processes of exploration, settlement, and cultural conflict and transformation set into motion by Columbus's momentous voyage.

PROPOSAL INSTRUCTIONS

Introduction

The complete application should consist of the following documents:

1. the original proposal, which includes
 - a) an original signed application cover sheet,
 - b) the seminar description, and
 - c) the director's résumé;
2. **eight** collated photocopies of the completed application: the cover sheet, seminar description, and résumé (making a total of nine copies with the original);
3. the budget page, with two photocopies (making a total of three copies);
4. three letters of recommendation, to be submitted separately on reference letter forms (codirectors may submit three letters apiece); and
5. two 5" x 8" index cards.

The application cover sheet, the budget page, the reference letter forms, and the set of 5" x 8" cards are located in the back of this booklet.

An additional copy of all these materials should be retained for the applicant's own files.

Please complete and return immediately the interest postcard, found in the front of the booklet.

Application Cover Sheet

Instructions for completing the application cover sheet are on pages 14-15.

Budget Instructions

The budget form is on page 19.

Duration of Seminar:

Indicate the actual dates of the seminar. Because of college schedules, the seminar period should begin no earlier than June 10 and end no later than August 16; other proposed dates should be discussed with program staff. Ensure that dormitory or other housing space is available during the period chosen.

A. Participant Support:

Under this heading, funds for the support of twelve participants should be requested.

Stipend: Each of the twelve participants in an eight-week seminar will receive a stipend of \$3,500 for the summer of 1991; for those in seven-week seminars, the stipend will be \$3,125; for those in six-week seminars, \$2,750. The stipend is intended to help cover travel expenses to and from the seminar location, books and other research expenses, and living expenses for a tenure period of six, seven, or eight weeks.

B. Operating Costs:

Item 1: The seminar director is expected to request compensation for the time required to conduct the seminar during the summer and for the time involved to select participants (December through March). For an eight-week seminar, the maximum amount allowable is 27.78 percent of the 1990-1991 annual academic salary; for a seven-week seminar, 25 percent; and for a six-week seminar, 22.2 percent. Two codirectors would each receive 60 percent of these amounts.

Item 2: The seminar director will need secretarial help during the application period (December through March) for publicizing the seminar and processing applications. An administrative assistant (perhaps a graduate student) will be necessary both before and during the seminar to help with on- and off-campus housing, bibliographic materials, library searches, and other assistance for the director and the participants. The maximums allotted to cover both positions are \$2,500 for an eight-week seminar, \$2,225 for a seven-week seminar, and \$2,000 for a six-week seminar.

Item 3: An institution is allowed to claim fringe benefits on salary and wages according to its current negotiated rates.

Item 4: A request may be included to cover reasonable project charges for office supplies, duplication costs, telephone usage, postage, informational materials, etc. Please note that these costs should be included only if they are not part of the indirect cost pool. Any request that is in excess of a total of \$900 for these items should be explained in full detail. (Directors and their host institutions should prepare and distribute to appropriate audiences information about the seminars. The Endowment will print and nationally distribute posters and brochures advertising the slate of seminars, and it will prepare and supply directors with application materials.)

Item 5: In the fall of 1990, there will be a one-day orientation meeting for seminar directors at the Endowment's offices in Washington, D.C. A request should be made for this travel expense (including *per diem* if necessary).

Item 6: A total of \$300 (\$150 for each) has been allowed for honoraria to those colleagues who will assist the director in selecting participants.

Item 7: Include here requests for visiting lecturers' fees, film rentals, etc., if applicable. This item should be explained in detail, and normally should not exceed \$750.

C. Indirect Costs:

An institution is eligible to claim indirect costs for this program if it has established a current indirect cost (IDC) rate with an agency of the U.S. government. In most cases, indirect costs may not be claimed on the amount of participants' support (section A of the budget). Applicants should check terms of the negotiated IDC rate with their institution's grants office. At the time a grant award is issued, the Endowment will use the institution's IDC rate applicable for the period of the award to determine project costs. Once an award is issued, however, it is not the Endowment's policy to increase the award to cover additional costs resulting from the negotiation of a different IDC rate. If the institution does not have a current IDC rate, contact the Endowment's Office of the Inspector General at 202/786-0350.

D. Total Project Costs:

The Endowment will review the total budget and will, in the official award letter, provide instructions regarding reporting requirements and payment requests.

Tuition and other fees for the participants are normally inappropriate, and the Endowment expects that they will be waived. If, for legal or other reasons, tuition and fees must be charged to the seminar participants, please explain the circumstances in the proposal. This exception may require special treatment in the budget.

Seminar Description

In an appended statement prospective directors should submit supporting information about their proposed seminars and their qualifications to direct seminars. This statement will consist of a detailed description of the seminar, covering the points specified below, and a résumé.

Prospective directors are strongly encouraged to discuss their proposed seminars with NEH staff well before the application deadline, in order to obtain preliminary advice about the purpose, priorities, and special requirements of the program. The program staff will supply sample copies of successful proposals and invites prospective directors to submit preliminary drafts for comment ahead of the deadline. The telephone number is 202/786-0463.

A director proposing to repeat a seminar should obtain from Endowment staff the evaluations submitted by previous participants in order to take any suggested changes into consideration in revising the proposal.

The proposed seminar should be described in sufficient detail to make an adequate evaluation possible. Prospective directors should bear in mind that this description is the most important information the review panelists will have about the substance and design of the seminar and the contribution it can make to teachers' and scholars' understanding of the humanities.

Although no particular form is prescribed, the description of the seminar should cover the following points:

1. Scope, emphasis, and methodological approach of the seminar, including the significance to the humanities of the works and subject matter. In describing the subject of the seminar, it is useful to reviewers if the applicant provides an illustrative example of the planned approach or of the way in which a text or body of material will be analyzed.

2. The relationship of the seminar topic to the prospective director's own interests as a scholar.

3. The pertinence of the topic to the work of teachers of undergraduates and to other scholars who interpret the humanities for nonspecialized audiences.

4. Seminar structure, procedures, and requirements. These should include a tentative week-by-week outline suggesting the topics, issues, and readings to be discussed by seminar participants. Applicants should indicate the number of formal seminar meetings planned (generally two or three meetings for an average of six or seven hours a week is recommended) and explain how they will conduct a typical meeting. Proposals should also include an abbreviated list of readings and other relevant works related to the seminar and should describe any other requirements for participants in the seminar. Prospective directors should describe the writing they will encourage participants to undertake for the seminar, but they should not require participants to write a lengthy paper or a publishable article (although such an essay might be part of their individual projects). In organizing the seminar, prospective directors should keep in mind the differences between NEH seminars and graduate courses, especially the program's emphasis upon the collegial exchange of viewpoints.

5. The audience for whom the seminar is intended. Seminars should have bearing on the work of a large number of scholars and teachers of undergraduates either within a single discipline or across disciplines. Although seminars should not require highly specialized training on the part of participants, it is reasonable to require some background in the area of the seminar and, where appropriate, knowledge of foreign languages. Prospective directors should explain in their proposals any such special requirements.

6. The suitability and availability of facilities for seminar participants. The description should make clear how the library collections or other scholarly resources at the host institution or at nearby institutions are suitable not only for the seminar topic but also for advanced work that the participants may undertake beyond their work for the seminar. Direc-

tors proposing to make use of the research facilities of neighboring institutions should confirm such arrangements with the institutions involved to ensure their availability. Directors should also determine that university sponsored and private housing will be available (and at what approximate cost) for seminar participants and their families. It is helpful if most participants can be lodged in one location.

7. The types of extracurricular activities of interest to seminar participants available on campus during the period of the seminar.

8. The names and addresses of the referees.

Personal Information

The prospective director should provide a summary résumé. This should include (1) a record of his or her education, (2) a list of academic honors or awards received, (3) professional experience, and (4) a list of *relevant* publications. The résumé should be no longer than four pages.

Reference Letters

The application should include three letters of reference (except in the case of applications for codirected seminars, which may contain six letters of recommendation). Reference letters should be from persons familiar with the prospective director's capabilities and accomplishments relevant to the subject of the seminar and, if possible, with the Summer Seminars for College Teachers Program. **At least one of the three referees should be someone who has worked closely with the prospective director and who can testify to his or her abilities as a teacher.** The other referees should evaluate the prospective director's scholarship. The Endowment may also seek additional recommendations from consultants of its own choosing.

The prospective director should complete the top part of each of the three reference letter forms on pages 21-26 and send them, together with a copy of the full seminar description, to the referees. The referees should send their letters directly to the Endowment, addressed to the Division of Fellowships and Seminars. Referees should be advised that supporting letters are due at the Endowment by the March 1 application deadline.

A director proposing to repeat a seminar or applicants resubmitting previously unfunded proposals may request that Endowment staff use reference letters already on file, as long as these letters are recent (written for the 1988 competition or later). Such letters, and the application years under which they were submitted, *must* be designated on the two index cards located at the back of this application booklet. Former directors are strongly encouraged to solicit at least two new letters to replace letters already on file, including, if possible, a letter from a former participant.

Index Cards

The prospective director should complete all information requested on the index cards located inside the back cover of this booklet. The address of the director should be an institutional address at which Endowment staff can most conveniently reach the director during the application process. The mailing address for applicant's should be an institutional address at which applicants may reach the director for information and applications for the seminar. Secretarial assistance should be available at this address.

Submission of Applications

The proposal deadline is March 1, 1990 (postmark date). The complete proposal, including forms, cards, appended statement, budget page, and required number of copies, should be sent to

Summer Seminars for College Teachers
Division of Fellowships and Seminars, Room 316
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

National Endowment for the Humanities

Washington, D.C.

The following pages include:

- Instructions for Completing the Application Cover Sheet
- The Application Cover Sheet
- Field of Project Categories and Codes

Please read the instructions before completing applicable questions. Please print or type.

Purpose: The National Endowment for the Humanities uses a single cover sheet for all of its programs. This cover sheet gathers information that is necessary in one of two ways:

(1) The information is necessary for efficient consideration of the application during the review process and in the administration of the grant if an award is made.

(2) The information is *required of the Endowment* in various reports to Congress, other federal agencies, and the public. The Endowment must provide reports that involve statistical information or descriptions that can be obtained quickly from the cover sheet. Information is recorded in a computer, which stores the data for subsequent compilation and reporting.

Please read the instructions for each question carefully. Answer each question by typing or printing your reply. Please verify your answers to be certain that they are correct and complete.

You will find it helpful to complete the cover sheet last, after all other parts of the application have been prepared.

Privacy Act: The following notice is furnished in compliance with the Privacy Act of 1974:

The information is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. This information is needed to process the grant application and for statistical research and analysis of trends. The routine uses which may be made of this information are: general administration of the grant review process; statistical summaries; congressional oversight; and analysis of trends. Failure to provide any of the requested information will result in the delay or rejection of the application.

APPLICATION COVER SHEET INSTRUCTIONS

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates the average time to complete this application is four hours per response. This estimate includes the time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the time to complete, to the Assistant Chairman for Operations, National Endowment for the Humanities, Washington, D.C. 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0093), Washington, D.C. 20503.

Block 1. Individual Applicant or Project Director:

Item 1a: Enter your name and mailing address.

Item 1b: Indicate the number corresponding to your preferred form of address:

- | | |
|---------|--------------|
| 1- Mr. | 4- Ms. |
| 2- Mrs. | 5- Professor |
| 3- Miss | 6- Dr. |

Item 1c: Enter your social security number and date of birth.

Item 1d: Enter your full telephone number with area code and, if applicable, extension. Whenever possible, one of the telephone numbers listed should be a number at which a message can be left.

Item 1e: If possible, please indicate the code for the appropriate field from the "Field of Project" list found on the reverse side of the Application Cover Sheet.

Item 1f: Project directors should be U.S. citizens, native residents of U.S. territorial possessions, or foreign nationals who have been residing in the United States or its territories for at least three years immediately preceding the application deadline. Check the block appropriate for your situation. If you are a foreign national, use the space provided to specify the month and year in which you came most recently to reside in the United States.

Block 2. Type of Applicant: Applicants to this program are institutions.

Items 2c and 2d: Identify the *type* of institutions, for example, university, research library, etc. Identify *status* as private nonprofit or unit of state or local government.

Block 3. Prechecked.

Block 4. If application is being made under one of the Endowment's initiatives described on page 10 of the guidelines, please indicate the number corresponding to the initiative in the space provided after "Endowment Initiatives":

- 03C—Foundations of American Society
03M—Columbian Quincentenary

Block 5. Preprinted.

Block 6. Project Funding: Enter here the appropriate figures from the Project Budget that is part of your application.

Block 7. Field of Project: Indicate the category and code from the listing on the reverse side of the cover sheet to indicate the specific humanities field that best describes the content of the project.

Block 8. Descriptive Title of Project: Enter a brief title that clearly identifies the project and its humanities content. This title should be informative to a nonspecialist. The NEH is obliged to be as clear as possible to the public about awards that it makes. The "descriptive title" will be used for this purpose whenever possible, but the Endowment staff may assign a different working title to the project.

Block 9. Description of Project: This brief paragraph describing the seminar should not be longer than 150 words. It should emphasize the topics to be covered, the general approach to be followed, and a few of the major sources or authors to be included in the common reading list. The last sentence should indicate the audience for whom the seminar is intended. Particular care should be taken with the accuracy of this brief description, because, if the award is made, it will be the basis for the announcement of the seminar in the brochure sent to potential seminar participants. Please do not continue the description on a second page.

Block 10. Prechecked.

Block 11. Institutional Data:

Item 11a: Indicate the name of the institution and the city and state of its official mailing address.

Item 11b: Enter the institution's employer identification number.

Item 11c: Indicate the name and title of the person who is authorized to submit the application on behalf of the institution or organization and to provide the certifications required in Block 12. That person must sign and date the application.

Item 11d: Indicate here the name, mailing address, form of address (see instructions for Block 1, item 1b), and the telephone number of the person who will be responsible for the financial administration of the grant if the award is made. For example, at many universities the provost, vice president, president, or chancellor is the person "authorized" to submit an application (see item 11c), but the actual administration of the project—such as, negotiating the project

budget, ensuring compliance with the terms and conditions of the award—is the responsibility of a grants or research officer. It is the latter person who should be listed here.

Block 12. Certification: The Endowment is required to seek from institutional applicants certifications regarding the nondiscrimination statutes, federal debt status, debarment and suspension, and a drug-free workplace. By signing and submitting this application, the authorizing official of the applicant institution is providing the applicable certifications. Please refer to the "Certifications" and the accompanying instructions in the appendix to these application guidelines.

Block 13. Seminar Length: Indicate the length of your proposed seminar.

NEH APPLICATION COVER SHEET

OMB No. 3136-0093
Expires 3/31/90

1. Individual applicant or project director

a. Name and mailing address

Name _____
(last) (first) (initial)

Address _____

(city) (state) (zip code)

b. Form of address:

c. Social Security # _____ Date of birth _____
(mo. day yr.)

d. Telephone number
Office: _____ Home: _____
(area code) (area code)

e. Major field of applicant or project director
(code)

f. Citizenship ☐ U.S.
☐ Other _____
(specify country and year of residence in U.S.)

2. Type of applicant

a. ☐ by an individual b. ☒ through an org./institution
If a, indicate an institutional affiliation, if applicable, on line 11a.
If b, complete block 11 below and indicate here:
c. Type
d. Status

3. Type of application

a. ☒ new c. ☐ renewal
b. ☐ revision and resubmission d. ☐ supplement
If either c or d, indicate previous grant number: _____

4. Program to which application is being made Summer Seminars for College Teachers

6311

Endowment Initiatives: _____
(code)

5. Requested grant period

From: **October 1990** To: **September 1991**
(month year) (month year)

6. Project funding

a. Outright funds \$ _____
b. Federal match \$ _____
c. Total from NEH \$ _____
d. Cost sharing \$ _____
e. Total project costs \$ _____

7. Field of project

8. Descriptive title of project

9. Description of project (do not exceed space provided)

10. Will this proposal be submitted to another government agency or private entity for funding?

(if yes, indicate where and when): **Not applicable**

11. Institutional data

a. Institution or organization:

(name) _____

(city) (state)

b. Employer identification number _____

c. Name of authorizing official:

(last) (first) (initial)

(title)

d. Name and mailing address of institutional grant administrator:

(last) (first) (initial)

(city) (state) (zip code)

Telephone: _____ Form of address
(area code)

12. Certification

By signing and submitting this application, the individual applicant or the authorizing official of the applicant institution (Block 11c) is providing the applicable certifications regarding the nondiscrimination statutes, federal debt status, debarment and suspension, and a drug-free workplace, as set forth in the appendix to these application guidelines.

(signature)

(date)

Note: Federal law provides criminal penalties of up to \$10,000 or imprisonment of up to five years, or both, for knowingly providing false information to an agency of the U.S. government. 18 U.S.C. Section 1001.

13. Seminar Length

☐ 6-week seminar ☐ 7-week seminar ☐ 8-week seminar

For NEH use only

Date received

Application #

Initials

Field of Project Categories and Codes

The following categories and codes should be used to complete blocks 1d and 7 of the NEH Application Cover Sheet. If no exactly appropriate category is provided, please select the larger category that would include the more precise one. (This listing is strictly for use by the NEH staff to help retrieve information about applications and grants by subject matter field. The listing is not comprehensive and is *not meant to define the disciplines of the humanities*. For that definition and advice about eligibility for Endowment awards, please consult elsewhere in these application materials. The hierarchical arrangement is for convenience.

Anthropology L1

Archaeology U6

Archival Management/Conservation I1

Arts, History and Criticism MA

Architecture: History & Criticism U3

Art: History and Criticism M1

Dance: History & Criticism M3

Film: History & Criticism M4

Music: History & Criticism M5

Theater: History & Criticism M2

Communications P2

Composition & Rhetoric P1

Journalism P4

Media P3

Education H1

Ethnic Studies K1

Asian American K5

Black/Afro-American K4

Hispanic American K3

Jewish K6

Native American K2

History A1

African A2

American A3

Ancient AC

British A4

Classical A5

European A6

Far Eastern A7

Latin American A8

Near Eastern A9

Russian AA

South Asian AB

Humanities U8

Interdisciplinary U1

African Studies GI

American Studies G3

Area Studies GH

Asian Studies G5

Classics G7

Folklore/Folklife R1

History/Philosophy of Science,
Technology or Medicine GA

International Studies GG

Labor Studies G4

Latin American Studies GJ

Medieval Studies G8

Regional Studies GF

Renaissance Studies G9

Rural Studies GC

Urban Studies G2

Western Civilization GB

Women's Studies G1

Languages C1

Ancient CC

Asian CA

Classical C2

Comparative C9

English CE

French C3

German C4

Italian C5

Latin American C6

Near Eastern CB

Slavic C7

Spanish C8

Law/Jurisprudence Q1

Library Science H3

Linguistics J1

Literature D1

African DK

American DE

Ancient DC

Asian DA

British DD

Classical D2

Comparative D9

French D3

German D4

Latin American D6

Literary Criticism DI

Near Eastern DB

Slavic D7

Spanish D8

Museum Studies/Historic Preservation I2

Philosophy B1

Aesthetics B2

Epistemology B3

Ethics B4

History of Philosophy B5

Logic B6

Metaphysics B7

Non-Western Philosophy B8

Religion E1

Comparative Religion E5

History of Religion E2

Non-Western Religion E4

Philosophy of Religion E3

Social Science U2

American Government F2

Economics N1

Geography U7

International Relations F3

Political Science F1

Psychology U5

Public Administration F4

Sociology S1



National
Endowment
for the
Humanities

Division of
Fellowships and
Seminars

BUDGET PAGE

(Proposed Grantee Institution)

(Seminar Director)

(Seminar Title)

(Beginning Date) seminar period (Ending Date)

A. PARTICIPANT SUPPORT

1. Stipends \$ _____
(12 × \$3,500 for an eight-week seminar)
(12 × \$3,125 for a seven-week seminar)
(12 × \$2,750 for a six-week seminar)

B. OPERATING COSTS

1. Seminar Director
(_____ % or _____ Months @ _____ per Academic Year)
2. Administrative, Secretarial, and Clerical (unless part of Indirect Cost Pool)
3. Subtotal, Items 1 & 2
4. Fringe Benefits
(@ _____ % of \$ _____ for seminar director)
(@ _____ % of \$ _____ for other staff, if applicable)
5. Duplication and Office Costs (unless part of Indirect Cost Pool)
6. Director's travel to orientation meeting
7. Selection Committee fees
8. Other (specify)
9. Subtotal, Items 4 through 8
10. TOTAL, Items 3 & 9

C. INDIRECT COSTS

(_____ % of _____)

D. TOTAL PROJECT COSTS (A, B, & C)



National
Endowment
for the
Humanities

Summer Seminars
for College
Teachers

TO BE COMPLETED BY THE PROPOSER:

Name of Proposer: _____

Institution: _____

City and State: _____

Field: _____

FOR USE OF RESPONDENT: (Please see back of this page for guidelines.)

Signature of Respondent _____ Date _____

Name and Title _____

Department (or Position) _____

Institution (or Employer) _____

The Summer Seminars for College Teachers program provides teachers and scholars with opportunities to participate in seminars directed by distinguished scholars in the humanities at institutions with libraries or archives suitable for advanced study. The program is intended primarily for individuals who teach undergraduate courses, full- or part-time, at two-, four-, or five-year colleges or universities. Other persons, such as independent scholars and scholars employed by museums, libraries, historical societies, and other organizations, who are qualified to do the work of the seminar and make a contribution to it, are also eligible and encouraged to apply. The seminars offered in this program deal with significant works and subject matter of central concern in the humanities. Participants undertake both the common work of the seminar and programs of study and research of their own design. Through research, reflection, and discussion with the seminar director and their colleagues in a seminar atmosphere, the participants deepen their understanding of the humanities and improve their ability to convey their understanding to others.

The National Endowment for the Humanities is considering the proposal of the person named on the front of this page for a grant to conduct the seminar described in the attached proposal. The Endowment would appreciate having your opinion of the proposer's competence as a scholar and teacher and as a director of such a seminar, and of the contribution the proposed seminar would make to understanding the humanities. We would also appreciate having any other comments you consider pertinent.

Subject to applicable laws, your letter will be held in confidence.

Please send this form before March 1, 1990, directly to

Summer Seminars for College Teachers
Division of Fellowships and Seminars
Room 316
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506



National
Endowment
for the
Humanities

Summer Seminars
for College
Teachers

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Institution:
City and State:
Field:

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APPENDIX

Instructions for Certification

1. The Endowment is required to seek from institutional applicants a certification regarding the non-discrimination statutes and from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free workplace.

2. By signing and submitting this proposal the individual applicant or the authorizing official of the applicant institution provides the applicable certifications. When a prospective applicant is unable to provide the Endowment with certification regarding the nondiscrimination statutes or a drug-free workplace, the prospective applicant is not eligible to apply for funding from the Endowment. When the applicant is unable to provide certification regarding federal debt status or debarment and suspension, the applicant shall attach an explanation to the proposal. The explanation of why the certification on federal debt status or debarment and suspension cannot be submitted will be considered in connection with the Endowment's funding determination. Failure to furnish a certification or an explanation shall disqualify such person from receiving an award from the Endowment.

3. The certification regarding the nondiscrimination statutes shall obligate the applicant for the period during which the federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this certification shall obligate the applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this certification shall obligate the applicant or any transferee for as long as the property or structure is used for the grant or similar purposes. This certification is binding on the applicant, its successors, transferees, and assignees, and on the authorizing official whose signature appears on the application cover sheet for this proposal.

4. The certifications are material representations of fact on which reliance will be placed when the Endowment determines to fund the application. If it is later determined that the applicant knowingly provided an erroneous certification, in addition to other remedies available to the federal government, the Endowment may seek judicial enforcement of the

certification, may terminate the award for cause or default, or, when applicable, may take action authorized under the Drug-Free Workplace Act.

5. The applicant shall provide immediate written notice to the Endowment if at any time the applicant learns that its certifications were erroneous when submitted or have become erroneous by reason of changed circumstances.

6. The applicant agrees by submitting this proposal that, should the proposal be funded by the Endowment, it shall not knowingly enter into any project related transactions (as defined under "lower tier covered transactions") with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Endowment.

7. The applicant further agrees by submitting this proposal to include without modification the following clause in all lower tier covered transactions and in all solicitations for lower tier covered transactions: (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

8. A grantee may rely on the certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A grantee may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of "Parties Excluded from Nonprocurement Programs."

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except when specifically authorized by the Endowment, if a grantee knowingly enters into a lower tier covered transaction with a person who is

suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to the remedies available to the federal government, the Endowment may terminate this transaction for cause or default.

11. The following definitions apply to the terms used in each of the certifications.

Definitions

Controlled Substance: A controlled substance in schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 - 1300.15.

Covered Transaction: A covered transaction is either a primary covered transaction or a lower tier covered transaction.

Debarment: An action taken by a debarring official in accordance with 45 CFR Part 1169 to exclude a person from participating in covered transactions. A person so excluded is "debarred."

Delinquent: Represents the failure to pay an obligation or debt by the date specified in the agency's initial written notification or applicable contractual agreement, unless other satisfactory payment arrangements have been made by that date, or if at any time thereafter, the debtor fails to satisfy the obligation under a payment agreement with the agency. If the debtor fails to pay the debt by the specified date, then the debt is delinquent and the "date of delinquency" is the date given as the payment due date for contractual agreements or the date notification of the debt was mailed, as appropriate.

Federal Debt: The amount of money or property that has been determined by an appropriate agency official to be owed to the United States by any person, organization, or entity. Examples of debt include delinquent taxes, audit disallowances, guaranteed and direct student loans, housing loans, farm loans, business loans, Department of Education institutional loans, benefit overpayments, and other miscellaneous administrative debts.

Grantee: (in the drug-free workplace certification) A person who applies for or receives a grant directly from a federal agency.

Ineligible: Excluded from participation in federal nonprocurement programs pursuant to a determination

of ineligibility under statutory, executive order, or regulatory authority, other than Executive Order 12549.

Lower Tier Covered Transaction:(a) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction. (b) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$25,000) under a primary covered transaction. (c) Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are project directors, principal investigators, and providers of federally-required audit services.

Participant: Any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered transaction. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered transaction as an agent or representative of another participant.

Person: Any individual, corporation, partnership, association, unit of government, or legal entity, however organized, except foreign governments or foreign governmental entities, public international organizations, or foreign government owned or controlled entities.

Primary Covered Transaction: This is normally any nonprocurement transaction between an agency and a person, regardless of type, including grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, donation agreements, and any other nonprocurement transaction between a federal agency and a person.

Principal: Officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has critical influence on or substantive control over a covered transaction, whether or not employed by the participant.

Proposal: A solicited or unsolicited bid, application, request, invitation to consider, or similar communica-

tion by or on behalf of a person seeking to participate or to receive benefit, directly or indirectly, in or under a covered transaction.

Suspension: An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue.

Voluntarily Excluded: The status of nonparticipation or limited participation in covered transactions assumed by a person pursuant to the terms of a settlement.

Certifications

1. Certification Regarding the Nondiscrimination Statutes

The applicant (other than an individual who submits an application to the Endowment) certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

2. Certification Regarding Federal Debt Status (OMB Circular (A-129)

The applicant certifies to the best of its knowledge and belief that it is not delinquent in the repayment of any federal debt.

3. Certification Regarding Debarment and Suspension (45 CFR 1169)

The prospective primary participant (applicant) certifies to the best of its knowledge and belief that it and its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

4. Certification Regarding Drug-Free Workplace Requirements (Drug-Free Workplace Act of 1988)

The grantee certifies that it will provide a drug-free workplace by (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibitions; (b) establishing a drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace, (2) the grantee's policy of maintaining a drug-free workplace, (3) any available drug counseling, rehabilitation, and employee assistance programs, and (4) the penalties that may be imposed on employees for drug abuse violations; (c) making it a requirement that each employee to be engaged in the

performance of the grant be given a copy of the statement required by paragraph (a); (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will (1) abide by the terms of the statement and (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction; (e) notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction; (f) taking one of the following actions with respect to any employee who is so convicted: (1) taking appropriate personnel action against such an employee, up to and including termination, or (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Note: If a proposed project relates to American Indians, Aleuts, Eskimos, or native Hawaiian people and artifacts, an applicant should obtain from the Endowment a copy of its Code of Ethics concerning native Americans. The code establishes certain standards of conduct in research, publication, and public programs involving native American people.

F90-5

1991 Summer Seminars for College Teachers

OMB No. 3136-0093
Expires 3/31/90

NAME OF DIRECTOR _____ (last) (first) (initial)	DATES OF SEMINAR _____					
	LOCATION OF SEMINAR _____					
ADDRESS OF DIRECTOR _____ (Department) _____ (Institution) _____ (City) (State) (Zip Code)	MAILING ADDRESS FOR APPLICANTS _____ (Department) _____ (Institution) _____ (City) (State) (Zip Code)					
TELEPHONE (include Area Code) Office _____ Department _____ Home _____	REFERENCES (Include names and addresses and identify letters already on file at NEH.) <table border="1"> <tr> <td></td> <td>on file</td> </tr> <tr> <td></td> <td>year</td> </tr> </table>			on file		year
	on file					
	year					
TITLE OF PROPOSED SEMINAR _____ If you have directed a summer seminar in the past, please give year(s): _____	Forms sent to: 1. _____ 2. _____ 3. _____					

1991 Summer Seminars for College Teachers

OMB No. 3136-0093
Expires 3/31/90

NAME OF DIRECTOR _____ (last) (first) (initial)	DATES OF SEMINAR _____					
	LOCATION OF SEMINAR _____					
ADDRESS OF DIRECTOR _____ (Department) _____ (Institution) _____ (City) (State) (Zip Code)	MAILING ADDRESS FOR APPLICANTS _____ (Department) _____ (Institution) _____ (City) (State) (Zip Code)					
TELEPHONE (include Area Code) Office _____ Department _____ Home _____	REFERENCES (Include names and addresses and identify letters already on file at NEH.) <table border="1"> <tr> <td></td> <td>on file</td> </tr> <tr> <td></td> <td>year</td> </tr> </table>			on file		year
	on file					
	year					
TITLE OF PROPOSED SEMINAR _____ If you have directed a summer seminar in the past, please give year(s): _____	Forms sent to: 1. _____ 2. _____ 3. _____					

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